

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

TO: Chief Procurement Officer

FROM: Department of Public Safety, Health Care Division  
(Department/Division/Agency)

'03 FEB 19 A9:42

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Description of health and human services:

Nursing services for correctional facilities on Oahu, Hawaii, Maui, and Kauai.

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

Name of Service Provider Altres Staffing, Inc. dba Altres Medical	Cost: \$105,000 (estimate)	Term of Contract: From: March 1, 2003 March 31, 2003 To: April 15, 2003
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Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: Contracts were in place with Altres Staffing, Inc. and Island Staffing Services, Inc. for the period August 1, 2001 to July 31, 2002. The option to extend the contracts was exercised on June 14, 2002. Unfortunately, the Department did not receive the agreement and the process had to be repeated. Only Island Staffing was able to have a fully executed agreement to extend the contract by July 31, 2002. Upon sending the Altres Staffing supplemental agreement to the Attorney General's Office for approval as to form, we were advised that approval could not be given to extend a contract after the original contract time of performance period expires. Under the original contract, Altres Staffing is the 1<sup>st</sup> provider contacted for nursing services. Island Staffing was originally the 3<sup>rd</sup> provider to be called. It is not in the best interest of the State to have the 3<sup>rd</sup> provider be the sole provider; therefore, the Department is re-soliciting the services.

On December 31, 2002, the State Procurement Office granted an exemption from Chapter 103F until February 28, 2003. The Department issued the new RFP on February 6, 2003, with a submittal deadline of March 5, 2003. The Department will need additional time to complete the procurement process and execute the contracts. We respectfully request an exemption to continue to use Altres Staffing as the Department's 1<sup>st</sup> provider until the new contracts are executed.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The Department will continue to use the providers as awarded under the Request for Proposals PSD 01-HCD-25. The original contract was a multi-year contract and the Department was in the process of exercising its first option to extend the time of performance.

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A description of the state agency's internal controls and approval requirements for the exempted procurement:  
The Department will continue to use the terms and conditions as outlined in the RFP PSD 01-HCD-25.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

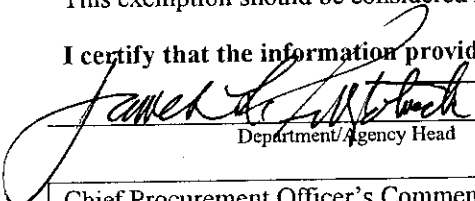
Wesley Mun, Health Care Division Administrator

Direct questions to:  
Mary Ann Teshima

Phone Number: \*  
587-1236

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.

  
Department/Agency Head

2-18-03  
Date

Chief Procurement Officer's Comments:


Approval is through March 31, 2003. As this is the second request for exemption for this procurement, PSD shall submit progress reports on this procurement to the State Procurement Office by March 13, 2003 and March 20, 2003. The reports shall briefly detail the progress of the procurement.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

cc: Administrator  
State Procurement Office

  
Chief Procurement Officer

2/20/03  
Date

PEH No. 03-22

P.E.H. Number \_\_\_\_\_